

# Reporting Electronically

1. A lab must transmit a file at least once a week to the FTP site but may send files daily.
2. If there is no data to transmit for the week, the lab must send an e-mail no later than 10 am on Friday to this e-mail address: [lab.fax@dnr.state.ia.us](mailto:lab.fax@dnr.state.ia.us). The subject line must read as follows:

**No Data for the week of MM/DD/YYYY (Friday's date) from lab XXX**

*Example:*

SUBJECT::	No Data for the week of May 4, 2002 from lab 099
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3. We will communicate to you in two ways:
  - a) After we process your file, we place a response file on the FTP site, which you must retrieve weekly. Records are flagged to show if they were accepted or rejected. If you have rejected records in a file, you must make the corrections and include those records within 48 hours of notification.
  - b) We then e-mail you as a notification that your file has been processed, reminding you to retrieve your processed file from the FTP site. Attached to this e-mail is a Word document summary that lists the number of records loaded and rejected. This is your record of files the IDNR processed. You must confirm that the number of records we processed agrees with the number of records you sent. If you disagree with the number of records transmitted and processed, you must immediately e-mail Tamie Calef to resolve the problem.

## Correcting Data Errors

When your file has been processed, each record will have either an "A" for "Accepted" or an "R" for "Rejected." There are two (2) types of data errors that cause records to be rejected.

- EDI Rejects occur when the data does not pass the SDWIS filters.
- Labcert Rejects occur when the data does not pass labcert filters.

## EDI Rejects:

1. Rejected records will have an "R" and an error code. The Error Codes and their reason is found on the FTP site in a folder named "documentation."

- The most common fields that have errors are:

FIELD	CAUSE
Facility ID	PWS client submits incorrect information
Facility ID	Laboratory transposes information
Facility ID	PWS client collects from wrong location, therefore the data is correct.
Sample Point ID	If not defined, defaults to Facility ID.
Collection Time	Not using a 24-hour military time
Sample Point Description	Anything over 20 characters will be truncated.
Duplicate	All fields in this record duplicate another record already loaded into SDWIS.
Troubleshooting Tips <ul style="list-style-type: none"> <li>• Contact your client for complete information</li> <li>• Contact the IDNR for compliance requirement</li> <li>• Arrange for a 3-way conference call with you, your client, and the IDNR central office staff person to provide technical assistance.</li> </ul>	

Missing FIELD	Laboratory Responsibility
Original Sample Number	With bacterial samples, it is used to link repeats to original sample
Original Sample Repeat Code (upstream, downstream, etc.)	With bacterial samples, it is used to link repeats to original sample

## How to Correct EDI Rejects

- Change the field in error and retransmit this individual record within 48 hours of notification.
- The 7<sup>th</sup> of the month is still the deadline for the IDNR to receive all of your analytical data.

## Labcert Rejects:

- Rejected records will have an "R" and an error message of "method", "contaminant" or "lab."
- The most common errors are:

FIELD	CAUSE
Method	Someone may have made a typographical error.
Method	If you actually used a method not on the certified list for your lab, your result is not valid for SDWA reporting and IDNR cannot accept your data.*
<i>*exception - Chapter 83 specifies that all detects for public water supplies be transmitted. If this is not a detect, you do not need to transmit to IDNR.</i>	

FIELD	CAUSE
Analyte	Someone may have made a typographical error.
Analyte	If you report an analyte not on the certified list for your lab, this data may be accepted on a case-by-case basis
Lab	Someone may have made a typographical error.

## How to Correct Labcert Rejects

- Change the field in error and retransmit this individual record within 48 hours of notification.
- The 7<sup>th</sup> of the month is still the deadline for the IDNR to receive all of your data analyzed from the previous month.

## Data Adjustments

Data adjustments require a different correction process because the data has already been entered into the SDWIS database.

1. Data can meet the filter criteria, be loaded into SDWIS and still be incorrect.
2. The most common errors are:

Facility ID	PWS client provided incorrect information.
Facility ID	Lab made a typographical error.
Sample type*	PWS client provided incorrect information.
Sample type*	Lab made a typographical error.
*exception - for lead/copper there is <u>never</u> a replacement sample type, only routine and special.	

## How to "adjust" data:

Send an e-mail to [lab.fax@dnr.state.ia.us](mailto:lab.fax@dnr.state.ia.us). The subject line must read as follows:

*example*

<b>SUBJECT</b>	<b>DATA ADJUSTMENT for PWSID# from lab xxx</b>
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The body of the message must have the following information:

- PWSID
- PWS name
- lab sample number
- contaminant ID number
- field to be corrected
- what it was and what it should be

*example:*

SUBJECT: DATA ADJUSTMENT for PWSID# from lab 007  
PWSID 1234567  
PWS NAME Anytown  
Lab Sample Number 987654  
contaminant ID 1040  
field = FACILITY ID  
Facility ID was 950, should be changed to 952

You will receive a reply to your e-mail indicating that the adjustment was made.

## E-mailing Format

### Bacterial Positive Results

You must notify IDNR of bacterial positives and their associated repeat results within 24 hours of the completion of analysis as per Chapter 83.6(6) "a"(4). You may report this in either of two ways:

1. e-mail to [lab.fax@dnr.state.ia.us](mailto:lab.fax@dnr.state.ia.us).
2. fax to **515/725-0287**. The alternate fax number is 515/725-0348.

This is the format you must use. The subject line must read as follows:

SUBJECT: POSITIVE BACTERIAL FOR FO {field office number}

COMMENT	this is to comment on how many repeat samples are following this report
PWSID	IA99999999
PWS name	TEST CITY
LAB ID	xxx
Facility ID	951
Sample Point Description	DESCRIPTION (20-CHARACTER FIELD)
Sample Type	RP
Sample Collection Date	MM/DD/YYYY
Lab Sample #	YOUR LAB SAMPLE NUMBER HERE
Total Coliform Result	P (or A)
Fecal Result	P (or A)
E.Coli Result	P (or A)
Sample Collector	NAME OF COLLECTOR
RT CODE #	ORIGINAL SAMPLE NUMBER IF THIS IS A REPEAT SAMPLE
Free Chlorine, in mg/L	XX.XX
Total Chlorine, mg/L	XX.XX

## Chemical MCL Exceedance Results

You must notify IDNR of health standard exceedances and their associated confirmation results to the department within 24 hours of the completion of analysis as per Chapter 83.6(6) "a"(4). You may report this in 2 ways:

3. e-mail to [lab.fax@dnr.state.ia.us](mailto:lab.fax@dnr.state.ia.us).
4. fax to **515/725-0287**. The alternate fax number is 515/725-0348.

This is the format you must use. The subject line must read as follows:

SUBJECT: CHEMICAL MCL EXCEEDANCE FOR FO {field office number}

COMMENT	optional comment field
PWSID	IA9999999
PWS name	TEST CITY
LAB ID	xxx
Facility ID	951
Sample Point Description	DESCRIPTION (20 CHARACTERFIELD)
Sample Type	RP
Sample Collection Date	MM/DD/YYYY
Lab Sample #	YOUR LAB SAMPLE NUMBER HERE
Result	report result in mg/L
Sample Collector	NAME OF COLLECTOR
Free Chlorine, in mg/L	XX.XX
Total Chlorine, mg/L	XX.XX

You are still required to electronically transmit this data to the IDNR.